Streamline the On-boarding Process for New State Dep. Employees



Project Title	Streamline the On-boarding Process for New State Dep. Employees
Project Summary	Aid the State Department in streamlining the on-boarding process for new State employees.
Country	United States

Project Description

The on-boarding process consists of a variety of steps to integrate new employees into State's environment/workflow. As a State intern, you will be in charge of recognizing the shortcomings of current onboarding procedures and providing recommendations to State officials to better the on-boarding process.

You will be tasked with collecting insights about the on-boarding process from new/current State employees, working on a comprehensive report on the current inadequacies of State's on-boarding procedures, and providing a detailed plan to State officials on what changes should be made to the on-boarding process, and how these changes will be achieved over a set timeline. You will be in close contact with State employees throughout the internship session, and will have the opportunity to foster professional relationships with State mentors. Likewise, your work will prove invaluable to the directives of State, and will better the integration of both State employees and interns into the workflow of the department.

Required Skills or Interests

Skill(s)
Design thinking
Editing and proofreading
Research
Writing

Additional Information

We are looking for highly-motivated, independent, and creative interns who have strong interpersonal skills and a desire to enact meaningful change within the Department of State. The internship will require about 8-10 hours of work per week, with flexibility.

Language Requirements

None